

Issuance Date: January 19, 2007
Closing Date: February 20, 2007
Time: 3:00 PM Manila Time

Dr. Peter Donaldson, President
The Population Council
One Dag Hammerskjold Plaza
New York, NY 10017

**SUBJECT: Request for Task Order Proposal (RFTOP)
Indefinite Quantity Contract (IQC) GHS-I-00-07-00011-00**

Dear Dr. Donaldson:

USAID/Philippines is hereby requesting a proposal for the Health Promotion and Communication Project in the Philippines. The services will be procured under a Task Order against the subject IQC. A Cost plus Fixed Fee contract is anticipated for this task order. Please provide us with your technical and cost proposals, by February 20, 2007 for accomplishing the attached Statement of Work (Attachment 1). Only one task order for this Scope of Work (SOW) will be issued by the Mission. Also consistent with the clause of the subject IQC, Fair Opportunity to be considered, other IQC holders are being requested to submit proposals. Your proposal will be evaluated as stated in Section IX Evaluation Criteria and shall be in accordance with the following requirements:

Contents of the Proposal:

The technical proposal shall be limited to 30 pages with each page sequentially numbered. Items such as graphs, charts, tables may be used as appropriate but will be considered part of page limitation. The Technical Evaluation Committee will be provided only the first thirty (30) pages of the technical proposal as submitted. No material may be incorporated by reference as a means to circumvent the page limitation. The page limit does not include CVs, resumes, past performance information, dividers, personnel statements of availability. There is no page limit for the cost proposal.

Proposals shall be written in English and typed on standard 8 1/2" x 11" paper (210 mm by 297mm paper) and the maximum of 11 x 17 inches for spreadsheets, charts, tables or diagrams, single spaced, the text shall be 12 point or larger and each page numbered consecutively. Page margins shall be a minimum of one inch at top, bottom and each side.

Technical Proposals in response to this solicitation should clearly and concisely address how the Offeror intends to carry out the SOW contained in Attachment 1. The technical proposal should state clearly its understanding of the requirements in the Statement of Work, its proposed approach to accomplish the contract objectives and achieve the expected results, as well as its personnel and organizational credentials to carry out the activity. Clarity, completeness, and directness are imperative. Elaborate formats are not desirable.

For the proposed key personnel, the Offeror shall clearly describe the professional qualifications of its proposed personnel, including the Chief of Party and the key personnel. The Offeror shall submit one resume or CV of not more than 3 pages each for all proposed technical personnel proposed both long-term and short-term. A letter of commitment from each proposed key person indicating his/her willingness and availability to work on this task order should it be awarded to your firm is required. The Offeror shall also include an overall staffing plan which shows the totality of individuals proposed. The Offeror shall indicate the percentage of time the key individuals will be available to perform work on the Task Order.

The Offeror shall also demonstrate its ability to accomplish the requirements and expected results in the Statement of Work and to do so in a positive manner that strengthens relations between the Department of Health (DOH) and the USAID.

Past Performance. USAID will evaluate past performance of the Offeror (including timeliness of performance, cost control, quality of product or service, customer satisfaction, and effectiveness of key personnel) based on reference checks and relevant past performance information submitted. USAID may consider other past performance information.

The Offeror shall submit, as part of its proposal, performance information for itself and each major subcontractor (valued at over \$500,000) with the following:

- a) A list of five (5) but no more than ten (10) completed contracts/subcontracts or ongoing contracts/subs that are similar or relevant to the Statement of Work in this solicitation, performed for federal, state, and local governments and for commercial firms within the last five years for the prime and all major subcontractors.
- b) Submit completed Contractors Past Performance forms and/or the Offeror shall send the letter provided along with the attached questionnaire (Attachment 3) to their references instructing them to complete the questionnaire and forward it under separate cover to the Acquisition Specialist identified in the Cover Letter on the solicitation closing time and date. The Offeror's references should only be those associated with the past performance discussion provided in the Offeror's technical proposal. Offerors are advised that any completed questionnaires or CPR received after the solicitation closing time and date may not be considered in the evaluation process and therefore are notified that the Government is not responsible for following-up with the past performance references or the whereabouts of the completed questionnaire(s). The Offeror is responsible for ensuring that their past performance references, completed questionnaires and the references return them to the Acquisition Specialist by the closing date and time of the solicitation. Offerors are advised the Government may contact any or all references in the proposal and/or completed questionnaire, and any other sources for performance information. The Government reserves the right to use any such information received as part of its evaluation of the Offeror.
- c) If extraordinary problems impacted any of the referenced contracts, provide a short explanation and the corrective action taken (this is required by FAR 15.305(a)(2)).

The Cost Proposal shall be specific, complete in every detail and separate from the Technical Proposal. Certified cost or pricing data is required for this proposal. The cost proposal consists of your estimated price to perform the required effort as set forth in the Statement of Work and must be prepared in a manner that is current, accurate and complete. All cost/price information must be in the cost proposal. Do not include cost/price information in the technical proposal. The cost proposal must be mathematically correct. Row and column totals for all schedules must accurately tabulate. The cost proposal shall contain a detailed estimate of the following:

- (a) Labor Cost - Proposed personnel, labor categories, proposed salaries and level of effort.

- (b) Other Direct Costs - A complete breakdown of costs is required which may include:
- (1) Travel, Transportation, and Per Diem: Estimated travel and transportation costs shall be in accordance with the clause of the Contract entitled "Travel and Transportation" (AIDAR 752.7002). The proposal for each Task Order shall specify, for each traveler, the itinerary (in terms of locations, and, if possible, dates), the estimated air fares, any transportation (i.e., excess baggage) cost [to include the weights, mode of transportation (air, vessel), and unit prices], and the subtotal of all travel and transportation costs. Estimated per diem shall be in accordance with the most recent Department of State Maximum Travel Per Diem Allowances for Foreign Areas and prescribed Maximum Per Diem Rates for CONUS. The breakdown of per diem costs shall be tied to the travel itinerary and work-days, and shall specify, for each traveler, location(s), number of days in each location, the per diem rate for each location, and the subtotal for all per diem costs. The proposal shall also include the total travel, transportation, and per diem costs.
 - (2) Overseas Allowances: Overseas allowances (other than per diem), if any, shall be in accordance with the clause of this Contract entitled "Differentials and Allowances" (AIDAR 752.7028) and the Standardized Regulations, and shall include, for each individual for whom the allowance will apply, the type of allowance, the calculation of the allowance, and the total overseas allowances costs.
 - (3) Participant Training: Participant training costs, if any, shall be in accordance with ADS 253 (Automated Directives System). The contractor shall utilize the Training Cost Analysis (TCA) Proposal Worksheet, set forth in the ADS, to reflect participant training costs, and shall include the checklist for delineating responsibilities.
 - (4) Nonexpendable Property and Commodities: Estimated costs of any nonexpendable property and commodities to be purchased, if applicable, shall be based upon quotes from suppliers, and shall reflect the quantity and types of such property or commodities, the unit price(s) for each, and the total cost of nonexpendable property and commodities. The proposal shall also include an explanation of the need for such property and commodities, a lease versus purchase analysis, an explanation of how and why the vendor/supplier/subcontractor was selected, a demonstration that the price(s) is/are fair and reasonable and that the vendor/supplier/subcontractor is responsible, the proposed location of the property and an explanation of the use(s) to which such property and commodities will be put, and proposed disposition.
 - (5) Miscellaneous Costs: Miscellaneous costs, to include but not limited to, supplies, telephone, fax, courier/ mail, DBA, MEDEX, passports and visas, medical examinations and inoculations, communications, etc. Such costs shall be specified in terms of the number of units, the estimated unit cost, and total cost.
- (c) Subcontract Costs - A complete breakdown of subcontractor costs is required, if any (i.e., labor, ODCs, indirects and fee).

If the Offeror is other than a small business, it must submit a Subcontracting Plan. Submitted Plans must address subcontracting with small business (SB), veteran-owned small business, service-disabled veteran-owned small business, HUBZone, small business, small disadvantaged business, and women owned small business concerns. The contractor is required to submit the approved task order subcontracting plan to OSDBU.

These plans must contain small business subcontracting goals of at least 15% of total planned subcontracting, including non-zero goals (greater than 1%) for each of the following: veteran-

owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business.

- (d) Details of the Offeror's management structure as it relates to performance of services described in the Statement of Work.
- (e) Indirect Costs - Proposed indirect costs for the prime contractor, including fringe benefits, overhead, G&A and Materials & Handling (if applicable), in accordance with the contractor's Negotiated Indirect Cost Rate Agreement (NICRA).
- (f) Profit or Fee: The Offeror shall indicate the Contractor's proposed fixed fee for the task order.

Note: Unrealistically low or high proposed costs or prices may be grounds for eliminating a proposal from consideration on the basis that Offeror does not understand the requirements or has made an unrealistic offer. The Offeror's cost narrative support shall sufficiently explain the costs proposed, including the estimating methodologies used. For actual costs data identify the source of the data. The Offeror should distinguish between actual cost data and estimated costs. For estimated costs, clearly, identify and explain the basis for the estimate.

Gender Concerns:

To ensure that gender considerations are integrated in the implementation of the project, the Offeror is expected to include activities that promote equal participation of men and women in terms of institutional capacity and staff qualifications. Provide brief discussion on gender-equitable policies and mission statements.

Required Certifications and Other Information:

1. Biographical Data Sheets (Form AID 1420-17) to support salary information for the proposed personnel, containing salary history for the previous three years. (Bio-data forms must be properly certified and signed by both employee and contractor in the appropriate spaces with all blocks completed, as appropriate.)
2. A signed Organizational Conflict of Interest Representation form. See Attachment 2.
3. A certification that no AID employee has recommended the use of an individual for use under the proposed delivery order who was not initially located and identified by your organization.

The proposed task order is expected to commence on or about May 2, 2007. USAID intends to award a task order with a period of performance of five years. The maximum amount of the Task Order is \$15,000,000.00. Revealing the Government cost estimate for the Task Order does not mean the Offeror should necessarily strive to meet the maximum amount. The most effective approach for achieving the expected results is encouraged and award will be made to the Offeror whose proposal offers the best value to the Government considering technical and cost factors (see Evaluation criteria IX).

If you decide to submit a proposal, it must be submitted in accordance with FAR 52.215-1 and this RFTOP and received no later than the date and time indicated on the solicitation to the following address:

If hand delivered: (including commercial courier)

USAID/Philippines
Office of Regional Procurement

8/F PNB Financial Center
Pres. Diosdado Macapagal Boulevard
Pasay City 1308 Philippines
Tel. Nos. (632) 552-9923 or (632) 552-9924

By U.S. Mail

Office of Regional Procurement
USAID/Manila
PSC 502, Box 1
FPO AP 96515-1200

Internet via e-mail for electronic submission: ecruz@usaid.gov

REF: RFTOP 492-07-001

Regardless of the method used the Technical Proposal and Cost Proposal must be kept separate from each other. Technical Proposals must not make reference to pricing data in order that the technical evaluation is made strictly on the basis of technical merits.

Offerors should submit their best proposal initially as the USAID intends to make award without discussion (except clarifications); however, the Government reserves the right to conduct discussions should the Contracting Officer deems it necessary.

The US Government is not obligated to make an award or to pay for any costs incurred by the offeror in preparation of a proposal in response hereto.

Any questions regarding this solicitation must be submitted in writing no later than February 5, 2007. Questions may be sent via email to Ms. Elvira P. dela Cruz of the Office of Regional Procurement. Her email address is ecruz@usaid.gov and her phone and fax numbers are (632)552-9928 and (632) 551-9297 respectively. Please acknowledge receipt of the RFTOP via email or fax.

Sincerely,

Raymond L. Edler
Supervisory Regional Contracting Officer

Attachments: as stated